

PFAS Initial Monitoring Submission Instructions

This resource is intended to help labs report initial monitoring PFAS samples to Ohio EPA. Labs may use the PFAS Data Submission Spreadsheet to generate an XML file to upload to eDWR, create the XML file on their own to upload to eDWR, or enter the data using the online form in eDWR. Regardless, **an eBiz account is required** (instructions here: <https://epa.ohio.gov/static/Portals/47/facts/OHIDStepbyStepInst.pdf>).

Fields that are highlighted in yellow are REQUIRED. To confirm parameters, Drinking Water Watch (DWW) (<https://dww.epa.ohio.gov/DWW/>) or eDWR (<https://ebiz.epa.ohio.gov/>) may be helpful. If using the spreadsheet, once you enter the data, click “Generate XML”, and then upload the file to eDWR. If you are unable to click “enable macros” in the spreadsheet, you will need to instead use the online form in eDWR (see next page for some tips).

Lab Sample Number	Enter the sample number issued by the reporting lab. Sample numbers are limited to 10 digits. The exact same sample number cannot appear from the same lab on more than one report in one calendar year.
PWS ID Number	Enter the seven-digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.
Water Facility State Code	Enter the STU ID or the specific Facility code assigned to the location the sample was collected. This code should be associated with at least one Entry Point (EP). For help, refer to DWW or eDWR (reference data menu).
Sample Point ID	Enter the Sample Monitoring Point assigned to the sample location and/or from the PWS’s monitoring schedule. This must be an Entry Point (EP001, EP002, etc.). For help, refer to DWW or eDWR (reference data menu).
Sample Collection Date	Enter the date (Month/Day/Year) which the sample was taken.
Sample Collection Time	Enter the time the sample was taken – HHMM.
Lab Receipt Date	Enter the date (Month/Day/Year) which the sample was received at the lab.
Sample Rejection Reason	Select from the dropdown list the reason the entire sample was rejected for analysis. If sample was analyzed, leave blank. Rejected samples are NOT valid for initial monitoring.
Sample Type	Select “Routine-Compliance” from the dropdown list.
Pb/Cu Location Type	Leave blank.
Collection Address	Leave blank.
Comments	Include any additional information to further describe the sample location, data quality results or any other pertinent information about the sample.
Analyte Code	Select the Appropriate SDWIS Code and analyte name from the list.
Analysis Completion Date	Enter the date the analysis was completed.
Analysis Completion Time	Enter the time the analysis was completed.
Data Quality	Select accepted or rejected depending on the validity of the sample result. If the sample was rejected, it may NOT be used for initial monitoring.
Data Quality Reason	Required if Data Quality is rejected; select the reason from the list.
Analysis Method Code	Enter either 533 (for Method 533) or 537.1 (for Method 537.1, version 2.0). No other methods are accepted under the federal PFAS rule.
Less Than Indicator	Select “<” or leave blank as appropriate.
Result	If result indicator was blank, enter the results value. If result indicator was “<”, enter the detection limit for the analysis.
Result Unit Code	Select the appropriate units for the analytical result.
Analytical Lab	Enter the certification number of the lab which analyzed the sample.
Analyst	Enter the number assigned by Ohio EPA for the approved analyst.
QC Date	Enter the date the analytical lab completed the Quality Control for the sample.

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Examples of Water Facility State Code and Sample Point ID Pairs are provided below. Note that, for PFAS, these must be Entry Point samples (highlighted in yellow).

Sample Location	Sample Point ID	Water Facility State Code
Distribution Sample	DS000	DS1
Distribution Sample	MR000	DS1
Entry Point STU #1	EP001	2562342
Entry Point STU #2	EP002	2561212
Well #1 Raw Sample	RS001	WL00321

If you are using the online form in eDWR, the copy/paste feature is available for faster data entry. To do this, highlight and select the desired fields (data only, starting at A13) in the spreadsheet. Then, in eDWR, select Create New Reports. Click Copy/Paste, then paste the data into the application, test, and submit. The following screenshots may be helpful:

